

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

ADMINISTRATIVE - INTERNAL USE ONLY

No. 3-78

20 July 1978

SHORTHAND REFRESHER COURSE

Description

This after-hours refresher course is designed for Agency employees who are in secretarial-stenographic positions and whose shorthand skills need to be improved. It is also designed to assist employees to improve their skills sufficiently to pass the Agency shorthand test in order to qualify for a secretarial-stenographic position. The course is not for the person who has never taken shorthand instruction.

There will be two separate sections. Section A will meet on Monday and Wednesday evenings from 5:15 P.M. to 6:15 P.M. for a period of ten weeks. This section will be for those who can take dictation at approximately 70 words-per-minute. The goal for this group is to move up to 100 words-per-minute. Section B will meet on Tuesday and Thursday evenings from 5:15 P.M. to 6:15 P.M. for a period of ten weeks. This group will be expected to take dictation at approximately 50 words per minute. The goal for this group will be 80 words-per-minute.

The approach to this training will be lecture and practical application with the emphasis on "doing" rather than "hearing." Students will be required to do some out-of-class work--correcting their own papers, typing dictation exercises, and daily practice with radio or television news presentations.

Those desiring to participate in this training should follow the normal OTR registration procedures. Participants should plan to meet regularly and complete all course requirements. If there are any questions, please call [redacted]

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SUBJECT: Shorthand Refresher Course

<u>DATES OF OFFERINGS:</u>	Section A	11 Sep - 15 Nov 1978 (M-W)
	Section B	12 Sep - 16 Nov 1978 (T-Th)
	Section A	8 Jan - 14 Mar 1979 (M-W)
	Section B	9 Jan - 15 Mar 1979 (T-Th)
	Section A	7 May - 11 Jul 1979 (M-W)
	Section B	8 May - 12 Jul 1979 (T-Th)

LENGTH: Ten weeks, two sessions per week,
one hour per session.

STAT PLACE: ☐ Headquarters Building

CLASS SIZE: 12 minimum/20 maximum (both)

SPECIAL REQUIREMENTS
OR PREREQUISITES: Participants must have had a course
in shorthand and be capable of taking
a minimum of 50 words per minute.
They must bring their own shorthand
books, steno pads, and pencils
to class.

REGISTRATION DEADLINE: Ten working days prior to the start
of the course

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